



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

STOCK CLERK

CLASSIFIED

Class No. 002650

■ CLASSIFICATION PURPOSE

To order, receive, store, issue, and deliver a variety of materials, supplies, and equipment for departmental/divisional use; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Positions in this class are allocated to departments with storerooms and warehouses supplying a variety of materials, supplies, and equipment. Stock Clerks either work independently in small to medium sized departmental or divisional storeroom supplying primary office supplies, forms, equipment, and furniture or assisting higher level Storekeepers in storerooms/warehouses of medium to large departments.

■ ESSENTIAL AND NON-ESSENTIAL FUNCTIONS

The examples of essential functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Receives supplies and equipment and checks receipts against purchase orders to ensure the accuracy and completeness of the quality and specifications of ordered items.
2. Places items in proper storage areas, using material handling equipment as necessary.
3. Issues items for delivery by preparing supplies for mailing or shipment, and delivers items to designated delivery points.
4. Monitors and updates the status of items and maintains departmental inventory control of items by performing periodic physical inventories.
5. Maintains records, files, ledgers, stock record cards, indices, and computer generated reports of stock received and issued.
6. Maintains the cleanliness and order of the storeroom.
7. In the Sheriff's department, duties include assigning, training, instructing, leading or supervising the work of inmate workers in storerooms within the detention facilities.
8. Some positions may use a P-card (Procurement card) for ordering items, and verify and approve transactions on-line through Oracle.
9. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Non-Essential Functions:

1. May perform clerical duties as assigned.
2. Collects item specifications and prepares requisition forms.
3. Disposes or arranges for the disposal or transfer of non-essential or unusable items.
4. Cleans and performs minor repairs to items, or orders repair services for damaged items.
5. Answers phone inquiries on item status, price, and description.
6. May assemble and disassemble shelves, racks and other storage areas.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Storekeeping methods and procedures including ordering, receiving, storing, issuing, delivering, and disposing supplies and equipment.
- Inventory control and record keeping practices and methods.
- Storeroom safety practices with emphasis on proper and safe lifting techniques.
- Basic computer usage.
- Basic mathematics (addition, subtraction, multiplication, and division).
- County customer service objectives and strategies.

Skills and Abilities to:

- Order, receive, store, issue, and deliver office supplies, equipment, and furniture.
- Prepare, review, and process requisition, purchase orders, and other required forms.
- Maintain inventory control of storeroom items.
- Maintain accurate records, files, logs, journals, and indices.
- Accurately identify stored items by description, price, and use.
- Establish and maintain maximum-minimum stock criteria.
- Maintain an efficient storage layout of a storeroom(s).
- Operate standard office equipment: computer terminal, typewriter, calculator, and photocopier.
- Read, understand, and follow oral and written instructions and established storeroom procedures.
- Establish and maintain effective working relationships with departmental staff and vendors.
- Perform basic mathematical computations.
- Perform clerical duties as assigned.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: Six (6) months of storeroom experience in requisitioning, receiving, storing, issuing, delivering, and inventorying office supplies and equipment.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Incumbents in this class series must use physical strength and agility on a continual basis. Essential and non-essential functions may require the following: maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include frequent standing, sitting, bending and stooping, twisting of waist, side-to-side turning of neck; fine finger dexterity and pinch grasp to operate keyboards and writing materials; continuous upward and downward flexion of neck; operating assigned equipment; occasional walking, climbing, reaching at shoulder level, pushing/pulling, firm grasp and foot dexterity to operate automobile. Incumbents are required to lift considerably heavy objects frequently weighing 50 pounds and occasionally weighing up to 100 pounds with assistance.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Selected positions may require the possession of a valid Certified Forklift Operator's license within thirty (30) days after appointment.

Certification/Registration

None required.

Working Conditions

Warehouses or small to medium-sized departmental or divisional storeroom; exposure to computer screens. Incumbents may be exposed to communicable disease and unpleasant odors (Sheriff's Department). Some positions may require shift work.

Background Investigation

Must have a reputation for honesty and trustworthiness with no felony convictions. Convictions may be disqualifying depending on number, severity, and recency. Prior to appointment candidates offered employment in Sheriff's Department facilities are subject to a background investigation that will include a polygraph examination.

Probationary Period

Incumbents appointed to permanent positions in this classification shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: June 11, 1985
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